Information Systems Technician (IT)

July 2021

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Introducing

OARS
OCCUPATIONAL ADVANCEMENT REQUIREMENT STANDARDS

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Serving Sailors 24/7

United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will
obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend
freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Information Systems Technician community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Information Systems Technician?

Information Systems Technician roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Information Systems Technician roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, IT "A" School at the Center For Information Warfare Training located in Pensacola, Florida, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

Information Systems Technicians (IT.) ITs perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITCM	21.9 Yrs	CSEL	36/36	8th Sea/Shore Tour Billet: CSEL, DLCPO Qual: SEA
23-26	ITCM ITCS	21.9 18.3	CSEL	36/36	7th Sea/Shore Tour Billet: CSEL, DLCPO, Spectrum Mgr, KMI Mgr Duty: Ship/Afloat Staff, NCTAMS, NCTS, NIOC. Operational Shore Duty, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, and SEA
20-23	ITCM ITCS ITC	21.9 Yrs 18.3 16.4	CWO, CSEL	36/36	6th Sea/Shore Tour Billet: CSEL, DLCPO, ISSM, Spectrum Mgr, KMI Mgr Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG, CPT, NIOC, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, and unit specific
16-20	ITCS ITC IT1	18.3 Yrs 16.4 7.6	CWO, OCS, MECP, CSEL, RTC, MACO	36/36	5th Sea/Shore Tour Billet: DLCPO, LCPO, LPO, ISSM, Spectrum Mgr, KMI Mgr, Instructor Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG CPT, NIOC, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, CSOOW and unit specific
12-16	ITCS ITC IT1	18.3 Yrs 16.4 7.6	LDO, CWO, OCS, MECP, CSEL, RTC, MACO	36/36	4th Sea/Shore Tour. Billet: DLCPO, LCPO, LPO, ISSM, Spectrum Mgr, KMI Mgr, Instructor. Duty: Ship/Afloat Staff, TYCOM, NCTAMS, NCTS, CIWT, ATG, IWTG, CPT, NIOC, Operational Shore Staff, Expeditionary Qual: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, SEA, CSOOW and unit specific

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
8-12	ITC IT1 IT2	16.4 Yrs 7.6 3.4	LDO, RTC, MECP, MACO, OCS	36/36	3rd Sea/Shore Tour Billet: LCPO, LPO, Spectrum Mgr, KMI Mgr, Instructor Duty: Ship/Afloat Staff, NCTAMS, NCTS, ATG, IWTG, CIWT, CPT, Expeditionary Qualification: IW, SW, AW, EXW, ATS, MTS, JFTOCWO, COW, CWO, CSOOW and unit specific
4-8	IT1 IT2 IT3	7.6rs 3.4 1.9	STA-21, OCS, MECP	36/36	2nd Sea/Shore Tour Billet: CWO, SYSADMIN Duty: Ship/Afloat Staff, NCTAMS, NCTS, NIOC, Operational Shore Staff, IWTG, CPT, Expeditionary Qualification: IW, SW, AW, EXW, COW, CWO, and unit specific
1-4	IT2 IT3	2.0 Yrs 1.9	Naval Academy, NROTC	48/36	1st Sea/Shore Tour Billet: Tech Control, Msg Cntr, Help Desk Technician Duty: Ship, NCTAMS, NCTS, NIOC, IWTG, CPT, Expeditionary Qualification: IW, SW, AW, EXW, CWO, IT Modules, and unit specific
1+/-	IT3 ITSN Accession Training	1.9 Yrs			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

Notes:

1. "A" School required.

2. Sea/Shore flow rotation for IT is 36/36. A well-diversified history of assignments CONUS and OCONUS are a critical part in the path to promotion.

3. Sea duty assignments are demanding and provide Sailors with a more conventional career path. Traditional career enhancing sea duty tours should include leadership positions such as LPO, department/branch/division LCPO, and Numbered Fleet Staff/Strike Group Staffs. Serving in at least one challenging command-level collateral and achieving other qualifications that support command mission will ensure the best possible candidates are promoted. OCONUS sea duty assignments are extremely challenging and should be considered when selecting next duty assignment.

4. Career enhancing shore tours should be positions in which Senior Enlisted Leaders develop subordinates and mentor them in proper career progression with emphasis on continuing technical and leadership development. IT leadership-intensive shore duty billets include NCTAMS, NCTS, CIWT, ATG, IWTG, Rating Assignments Detailer, White House Communications Agency (WHCA), Cyber Protection Team (CPT), Cyber Mission Force (CMF) and Operational Shore billets. Sailors should make it a point to serve at least one tour at a NCTAMS or NCTS during their career.

Revised: December 2019

5. While there are many challenging sea/shore assignments in the IT community, Expeditionary communications support assignments are highly recommended due to their high OPTEMPO. Expeditionary assignments include Navy Expeditionary Combat Command (NECC), Joint Communications Unit (JCU), Joint Communications Support Element (JCSE), Naval Special Warfare (NSW), and Naval Special Warfare Development Group (DEVGRU). Though billets are limited, Sailors should consider serving at least one tour in an Expeditionary communications support billet. Initial tours and subsequent tours after successful Fleet assignments should not be looked at unfavorable.

Considerations for advancement from E6 to E7

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.
- Should show strong documented leadership results serving as LPO, Watch Supervisor, or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, MTT, CSTT, 3MTT, etc.) leader/member with documented impact
- Command or Asst Command Collateral Duties with documented impact
- FCPOA leadership or influential involvement
- Sailor 360 involvement

2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, CPT, ATG, IWTG, CPT, CMF and at Operational shore sites.
- Should show strong documented leadership results serving as LPO, Watch Supervisor, Instructor or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG
- Command or Asst Command Collateral Duties with documented impact
- FCPOA leadership or influential involvement
- Sailor 360 involvement

Considerations for advancement from E7 to E8

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.
- Should show strong documented leadership results serving as a LCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, MTT, 3MTT, etc.) Leader with documented impact
- Command or Asst Command Collateral Duties with documented impact
- CPO Mess leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee

2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, CPT, ATG, IWTG, CPT, CMF and at Operational shore sites.
- Should show strong documented leadership results serving as a LCPO, Rating Detailer, Training Manager, Course Manager, or Lead Instructor or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG

3

- Command or Asst Command Collateral Duties with documented impact
- CPOA leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee

Considerations for advancement from E8 to E9

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in these challenging sea duty billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a DLCPO/BLCPO or in other key command leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Enlisted Warfare Qualifications are expected when available
- Command Collateral Duties with documented impact
- Training Team (DCTT, MTT, 3MTT, etc.) Leader with documented impact
- CPO Mess leadership or influential involvement
- Sailor 360 involvement and leading a CPO initiation committee

2. Shore Assignments: Shore duty billets are primarily at NCTAMS, NIOC, IWTC, ATG, IWTG and at Operational shore sites.
- Should show strong documented leadership results serving as a SEL, DLCPO or in other key command leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Documented overall impact to IT rating (e.g. Rating Strategy Council, OCCSTDS, MPT)
- Enlisted Warfare Qualifications are expected when available and/or MTS/ATS if at IWTC, ATG or IWTG
- Command Collateral Duties with documented impact
- CPOA leadership or influential involvement
  Sailor 360 involvement and leading a CPO initiation committee

Revised: December 2019

Information Systems Technicians (IT) perform core and specialty functions of communications operations, message processing, network administration, and cybersecurity; secure, defend and preserve data, networks, net-centric capabilities, and other designated systems; implement security controls and defensive counter-measures; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management to support Joint, Fleet, and tactical communications; handle, store, and retrieve incoming and outgoing messages; build, configure, deploy, operate, and maintain information technology, networks and capabilities; perform network system administration, maintenance and training; manage, plan and coordinate unit-level Information Systems Security (ISS) and integration across platforms, fleets, and services; and ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) materials, systems, and equipment.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITCM	23.5 Yrs	CMDCM	36/36	7th Sea/Shore Tour Billet: CSEL, DLCPO Duty: NOSC, Ship, RCC, CNRFC
23-26	ITCM ITCS	23.5 Yrs 18.8	CMDCM, CMDCS, CMD SEL	36/36 36/36	6th Sea/Shore Tour Billet: CSEL, DLCPO Duty: NOSC, Ship, RCC, CNRFC, Expeditionary Qualification: IW, SW, AW, EXW, SEA, and unit specific
20-23	ITCM ITCS ITC	23.5 Yrs 18.8 158	CWO, CMD SEL	36/36 36/36 36/48	5th Sea/Shore Tour Billet: CSEL, DLCPO, ISSM, EKMS Mgr Duty: NOSC, Ship, RCC, CNRFC, Operational Shore Staff, Expeditionary, Instructor Qualification: IW, SW, AW, EXW, SEA, MTS, and unit specific
16-20	ITCS ITC IT1	18.8 Yrs 15.8 7.5	CWO, OCS, MECP, CMD SEL	36/36 36/48 36/48	4th Sea/Shore Tour Billet: DLCPO, LPO, ISSM, EKMS Mgr Duty: NOSC, Ship, Expeditionary, Operational Shore Staff, RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, SEA, CWO, MTS, and unit specific
12-16	ITCS ITC IT1	18.8 Yrs 15.8 7.5	LDO, CWO, OCS, MECP, CSEL, MACO	36/36 36/48 36/48	3rd Sea/Shore Tour Billet: DLCPO, LPO, ISSM, EKMS Mgr, Duty: NOSC, Ship, Expeditionary, Operational Shore Staff, RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, SEA, CWO, MTS, and unit specific

Revised: July 2019

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
8-12	ITC IT1 IT2	15.8 Yrs 7.5 3.6	LDO, MECP, MACO, OCS	36/48 36/48 36/48	2nd Sea/Shore Tour Billet: LCPO, LPO, EKMS Mgr Duty: NOSC, Ship/Afloat Staff, Expeditionary, Squadron, NR RCC, CNRFC, Instructor, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, CWO, MTS, and unit specific
1-4	IT2 IT3	3.6 Yrs 1.8	Naval Academy, NROTC, STA-21	36/48 48/36	1st Sea/Shore Tour Billet: Tech Control, Msg Cntr, Help Desk Operator Duty: NOSC, Ship, Expeditionary, Squadron, CNRFC, NCTAMS, CNIFR, JRIC Qualification: IW, SW, AW, EXW, IT Modules, and unit specific
1+/-	IT3 ITSN Accession Training	9 Months		48/36	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is required.

2. CONUS Shore duty assignments include Navy Operational Support Centers (NOSC), Navy Region Reserve Component Commands (RCC), Navy Reserve Professional Development Center (NRPDC), Information Warfare Training Center (IWTC), NCTAMS, Commander, Navy Information Forces Reserve (CNIFR), Joint Reserve Intelligence Centers (JRIC), as well as the Commander, Navy Reserve Forces Command (CNRFC) located in Norfolk, VA.

3. CONUS and OCONUS sea duty assignments include CG, DDG, LCC, LHD, LSD and squadron platforms, and are available across all paygrades. Sea duty assignments are extremely challenging and should be considered when selecting next duty assignment. Multiple tours on the same platform type should not be looked at unfavorably.

4. While there are many challenging sea/shore assignments in the IT Community, expeditionary communications support assignments are highly recommended due to their high OPTEMPO. Expeditionary assignments include Coastal Riverine Squadron, Naval Special Warfare, Naval Construction Battalions, and Explosive Ordnance Disposal Units.

5. Master Training Specialist qualification should be obtained by those assigned to Instructor Duty when the opportunity is available.

6. EIWS and other warfare qualifications should be viewed as a noteworthy achievement by Selection Boards. Only Sailors assigned or mobilized to units under Operational Commands with an approved program have an opportunity to qualify, but this requires the Sailor to take the initiative. Refer to COMNAVIFOR INSTRUCTION 1414.1A for information related to the EIWS Program.

Revised: July 2019

7. Rating NECs: H00A - Enlisted Frequency Manager
      H01A - Joint Task Force (JTF) Spectrum Management Master Level
      H02A - Strategic SHF SATCOM Systems/WGS/DSCS Operator
      H03A - Tactical Support Communications (TSCOMM) Replacement Program System Operator
      H04A - Transmission System Technician
      H05A - Joint Force Air Component Commander (JFACC) System Administrator
      H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator
      H07A - Applied Cyber Operations Master
      H08A - Advanced Network Analyst
      H09A - CANES AN/USQ-208(V) System Administrator/Maintainer
      738A - Global Command and Control System-Maritime (GCCS-M) (Force Level 4.1) Increment 2 System Administrator
      739A - Global Command and Control System-Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator
      741A - Information System Security Manager
      742A - Network Security Vulnerability Technician
      745A - Information Systems Technician
      746A - Information Systems Administrator

Considerations for advancement from E6 to E7

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment.
- Should show strong documented leadership results serving as LPO, Watch Supervisor, or other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- If the opportunity is available, qualify/requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments: Shore duty billets are primarily at NOSCs, CNRFC, NRPDC, NCTAMS, CNIFR, JRICs and at Operational shore sites.
- Should show strong documented leadership results serving as LPO, Watch Supervisor or other key leadership positions
- Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075).
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions

Revised: July 2019

Considerations for advancement from E7 to E8

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.
- Should show strong documented leadership results serving as a LCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Qualify/Requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

2. Shore Assignments: Shore duty billets are primarily at NOSCs, CNRFC, NRPDC, NCTAMS, CNIFR, JRICs and at Operational shore sites. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.
- Should show strong documented leadership results serving as a LCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

Considerations for advancement from E8 to E9

1. Sea Assignments: Sea duty tours are onboard surface units. Expeditionary assignments are also considered sea duty and candidates are carefully screened prior to assignment. Special consideration should be given to those serving in these challenging sea duty billets with documented leadership and Fleet impact.
- Should show strong documented leadership results serving as a DLCPO or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Qualify/Requalify ESWS/EIWS with extra consideration for additional warfare qualifications
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

Revised: July 2019

2. Shore Assignments: Shore duty billets are primarily at CNRF. Special consideration should be given to those serving in Command Senior Enlisted billets with documented leadership and Fleet impact.

- Should show strong documented leadership results serving as a SEL, DLCPO, or in other key leadership positions
- Should show strong documented technical knowledge in assigned billet
- Demonstrate operational and/or command-wide impact
- Command collateral duties with documented impact
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions

Revised: July 2019

IT CAREER PATH
SELECTED RESERVE (SELRES)

Information Systems Technician (IT). Reserve ITs perform core and specialty functions of communications operations, message processing, end-user support, network and server administration, cybersecurity; establish, monitor, and maintain Radio Frequency (RF) communications systems; perform spectrum management within an area of responsibility; handle, store, and retrieve incoming and outgoing messages; ensure the proper security, handling, accounting, reporting, and control of Communications Security (COMSEC) assets; and perform maintenance, training, and management of unit-level information systems across platforms, fleets, and services.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ITCM	23.3 Yrs.	CMDCM	N/A	CNIFR HQ/Region Staff, Major Command or COCOM Billets: HQ CMDCM, CNIFR Region SEL/Staff Qualifications: NEC 8CMC, Warfare
23-26	ITCM ITCS	23.3 Yrs. 18	CMDCM, CWO, DIRCOM, CMC, CSC	N/A	CNIFR HQ/Region Staff, Major Command, IWC or EMBED Unit Billets: CMDCM, CSC, SEL, Unit LCPO, Staff, 4th MOB (3rd - 4th for Prior Service) Qualifications: 8CMC, 741A, 742A, SEA, PSEL, Warfare
20-23	ITCM ITCS ITC	23.3 Yrs. 18 14.4	CMDCM, CWO, DIRCOM, CMC, CSC, SEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: CMDCM, CSC, SEL, Unit LCPO, Security Manager, 3rd or 4th MOB (2nd or 3rd for Prior Service) Qualifications: 8CMC, 741A, 742A, SEA, PSEL, Warfare
16-20	ITCS ITC IT1	18 Yrs. 14.4 9.9	CWO, DIRCOM, CSC, SEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LCPO/LPO, DLCPO/LPO, Sysadmin, Security Manager, 3nd MOB (2nd for Prior Service) Qualifications: 746A, 741A, 742A, SEA, PSEL, Warfare
12-16	ITC IT1	14.4 Yrs. 9.9	CWO, DIRCOM, CMC, CSC, MECP, CSEL	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LCPO/LPO, DLCPO/LPO, Sysadmin, Security Manager Qualifications: 746A, 741A, 742A, Warfare
8-12	IT1 IT2	9.9 Yrs. 4	DIRCOM, MECP	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: Unit LPO, DLPO, Sysadmin, Security Manager, 2nd MOB (1st for Prior Service) Qualifications: 746A, 741A, 742A, Warfare
4-8	IT2 IT3	4 Yrs. 2.5	STA-21, MECP	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billets: DLPO, Sysadmin, Help Desk Supervisor, Help Desk Operator, 2nd MOB (1st for Prior Service) Qualifications: 745A, 746A, Warfare
1-4	IT3	2.5 Yrs.	STA-21, OCS	N/A	CNIFR HQ/Region Staff, IWC or EMBED Unit Billet: Help Desk Operator Duty: IWC (RPC 17) and embedded (non-RPC 17) units, 1st MOB (for Non-Prior Service) Qualifications: 745A, 746A
1+/-	ITSN ITSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Revised: July 2019

Notes:

1. "A" School is required under most circumstances. Exceptions are considered on a case-by-case basis and usually reserved for qualified PRISE-R or other qualifying program members. IT "C" School is highly desirable for this rating.

2. This is not a compressed rating.

3. The IT community is broadly distributed throughout RESFOR and therefore not all ITs are members of an Information Warfare Community (IWC/RPC 17) unit. Most ITs are embedded (EMBED) within non-RPC-17 units.

4. EIWS and other warfare qualifications should be viewed as a noteworthy achievement by Selection Boards. Only Sailors assigned or mobilized to units under Operational Commands with an approved program have an opportunity to qualify, but this requires the Sailor to take the initiative. Refer to COMNAVIFOR INSTRUCTION 1414.1A for information related to the EIWS program.

5. PRDs are usually limited to 36 months with exception of assignments to special programs, or while in an advanced training pipeline (e.g. Cyber Mission Force/Cyber Protection Team (CMF/CPT)). Sailors meeting these exceptions can be assigned for 60 months. Cross-assignment PRDs are usually limited to 24 months.

6. ITs are transitioning from the Information Assurance (IA) (DoD 8570) specialization to Cyber Security Workforce (CSWF) (DoD 8140) and levels of specialization will change. All ITs are expected to maintain proficiency as specified by DoD 8140 and National Institute of Standards and Technology (NIST) CSWF by earning a minimum of 40 Continuing Education Units (CEUs) annually as directed by NAVADMIN 084/15. All ITs should be CSWF coded in the Total Workforce Management Services (TWMS) under the "Cyber Security Workforce Info" function.

7. ITs are encouraged to consider self-study programs to enrich their academic rate knowledge and maintain technical proficiency. Programs are available through Navy Skillport (https://navycswf.skillport.com) or FedVTE (https://fedvte.usalearning.gov). Navy COOL vouchers for certification exams may be issued if the Sailor is pursuing credentials in a CSWF field as noted in TWMS Cyber Workforce Info. More information can be found on Navy COOL (https://www.cool.navy.mil/usn/cswf) under "Cyber IT/CSWF Workforce Model." Note: If a Sailor is not assigned a CSWF code in TWMS Cyber Workforce Info, they should immediately contact their training department.

8. Rating NECs: H00A - Enlisted Frequency Manager
                 H01A - Joint Task Force (JTF) Spectrum Management Master Level
                 H02A - Strategic SHF SATCOM Systems/WGS/DSCS Operator
                 H03A - Tactical Support Communications (TSCOMM) Replacement Program System Operator
                 H04A - Transmission System Technician
                 H05A - Joint Force Air Component Commander (JFACC) System Administrator
                 H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator
                 H07A - Applied Cyber Operations Master
                 H08A - Advanced Network Analyst
                 H09A - CANES AN/USQ-208(V) System Administrator/Maintainer
                 H30A - Defensive Cyberspace Operations Analyst (DCOA)
                 738A - Global Command and Control System-Maritime (GCCS-M) (Force Level 4.1) Increment 2 System Administrator
                 739A - Global Command and Control System-Maritime 4.0.3 (GCCS-M 4.0.3) System Administrator
                 741A - Information System Security Manager
                 745A - Information Systems Technician
                 746A - Information Systems Administrator

NOTE: Listed NECs are only those that SELRES are qualified to earn based upon NAVPERS 18068F Volume 2.

Revised: July 2019

Considerations for advancement from E6 to E7:

Highly competitive/most fully qualified candidates for selection as a Chief Petty Officer have met many or all of the following milestones:
- Demonstrated leadership and subordinate development utilizing technical expertise via earned platform PQS/watch qualifications or other Navy Credentialing and training programs (i.e., Navy COOL, Skillport, FedVTE).
- Demonstrated institutional expertise through completion of Professional Military Education (PME), Primary PME, Senior Enlisted Joint PME (SE-JPME) Phase I, or advanced civilian education or certifications/ qualifications demonstrating civilian transferability of skills.
- Demonstrated rating subject matter expertise (SME) through community engagements and participation in A, C, and F School Training Requirements Reviews (TRR), Occupational Standards (OCCSTDs) reviews/development, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Served as LPO or divisional LPO for large unit or any periods of documented acting Unit LCPO duties.
- Diversity in billet or platform assignment including Information Warfare Community (IWC), NSW, Expeditionary, Cyber, EMBED, etc.
- Diversity in challenging command-level collaterals that support command mission and leadership (e.g. CFL, Unit Cross-Assignment Coordinator, Command Career Counselor, Urinalysis Program Coordinator (UPC), etc.).
- Leader in Sailor 360 program.
- Held FCPOA committee leadership positions.

Considerations for advancement from E7 to E8:

Highly competitive/most fully qualified candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:
- Demonstrated leadership of subordinates and peer development utilizing technical expertise through earned platform PQS/watch qualifications, or other Navy COOL, Skillport, or FedVTE technical training programs.
- Demonstrated institutional expertise through completion of Senior Enlisted Academy (SEA), Prospective Senior Enlisted Leader (PSEL) course, Reserve Senior Enlisted Management (RSEM), Navy Reserve Unit Manager's (NRUM) course, PPME, SE-JPME Phase I/II, CNIFR Regional Triad Leadership conferences, or advanced civilian education or certifications/qualifications demonstrating civilian transferability of skills.
- Demonstrated rating SME through community engagements and participation in A, C, and F School TRRs, OCCSTDs, CNIFR Information Professional Symposium, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Assignment as unit LCPO, especially where there are large summary groups and opportunity to lead peers and develop juniors.
- Diversity in billet or platform assignment including IWC, NSW, Expeditionary, Cyber, EMBED, CNIFR HQ (TYCOM) or Regional Staff, etc.
- Leader in Sailor 360 program and CPO Initiation (i.e. Committee Lead/Chairperson).
- Held CPOA committee leadership positions.

Considerations for advancement from E8 to E9:

Highly competitive/most fully qualified candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:
- Demonstrated leadership of subordinates and peer development utilizing technical expertise through earned platform PQS/watch qualifications, or other Navy COOL, Skillport, or FedVTE technical training programs.
- Demonstrated institutional expertise through completion of SEA, PSEL, NRUM, PPME, SE-JPME Phase II, CNIFR Regional Triad Leadership conferences, or advanced civilian education or certifications/qualifications demonstrating civilian transferability of skills.

Revised: July 2019

- Demonstrated rating SME through community engagements and participation in A, C, and F School TRRs, OCCSTDs, CNIFR Information Professional Symposium, selection as CNIFR Rating Advisor, etc.
- Strong consideration should be given to Sailors that complete a rate-specific mobilization or other active duty assignment in support of fleet, joint, cyber, or special operations.
- Warfare qualified (Note 4).
- Assignment as unit LCPO, especially where there are large summary groups and opportunity to lead peers and develop juniors.
- Diversity in billet or platform assignment including IWC, NSW, Expeditionary, Cyber, EMBED, CNIFR HQ (TYCOM) or Regional Staff, etc.
- Leader in Sailor 360 program and in CPO Initiation (i.e. Season Lead/Chairperson, Final 18 Lead, etc.)
- Held CPOA committee leadership positions (i.e. Vice President/President)

Revised: July 2019

Information Systems Technician
Occupational Advancement Requirement Standards (OARS) to E4
NAVEDTRA 44053

NAME:

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

COMMUNICATIONS SECURITY

Task Objective	** Supv Init	Date
Conduct Emergency Action Plans (EAP)		
Destroy Communication Security (COMSEC) material		
Handle Communications Security (COMSEC) material		
Identify Communications Security (COMSEC) discrepancies		
Inspect security containers		
Inventory Communications Security (COMSEC) materials		
Load Communications Security (COMSEC) equipment		
Maintain Crypto Ignition Keys (CIK)		
Maintain cryptographic equipment		
Maintain physical security of Sensitive Compartmented Information (SCI) of Information Systems		
Process Communications Security (COMSEC) changes		
Receive Communications Security (COMSEC) material		
Report Communications Security (COMSEC) discrepancies		
Set up cryptographic equipment		
Set up cryptographic networks		
Validate Communications Security (COMSEC) material		
Verify cryptographic equipment settings		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMUNICATIONS SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Conduct communications checks		
Conduct Over-The-Air-Rekey (OTAR)		
Conduct Over-The-Air-Transmission (OTAT)		
Configure portable communications systems		
Configure Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)		
Configure switching equipment (e.g., Automated Single Audio System (ASAS), Automated Network Control Center (ANCC), Tactical Varian Switch (TVS), etc.)		
Connect data links		
Disconnect data links		
Ensure proper system operation of Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High frequency (HF))		
Forecast service demands		
Inspect terminal processors (e.g., Naval Modular Automated Communications System (NAVMACS), Navy Order Wire (NOW), etc.)		
Load image software		
Load magnetic tape		
Maintain communication publications		
Maintain magnetic tape drives		
Maintain portable communications systems		
Maintain static antennas		
Monitor routing and switching devices		
Perform End of Mission Sanitizations (EOMS)		
Report high priority voice communications		
Restore computer Information Systems (IS)		
Set Emission Control (EMCON) conditions		
Set Hazards of Electromagnetic Radiation (i.e., Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP)) conditions		
Troubleshoot data links		
Troubleshoot portable communications systems		
Troubleshoot Radio Frequency (RF) systems (e.g., Super High Frequency (SHF), Ultra High Frequency (UHF), Very High Frequency (VHF), Extremely High Frequency (EHF), High Frequency (HF), etc.)		

** Supv Init may be LPO or E5 or above designee

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CYBERSPACE OPERATIONS

Task Objective	** Supv Init	Date
Identify Information Systems Security (ISS) violations and vulnerabilities		
Identify security issues (protection, aggregation, inter-connectivity)		
Update computer Information System (IS) antivirus definitions		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

MESSAGE SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Download naval messages via automated systems		
Maintain communication logs		
Maintain communications archives		
Maintain general message files		
Maintain local media and technical libraries		
Monitor message queues		
Monitor message systems		
Perform minimize condition procedures		
Prepare message system status reports		
Process messages (e.g., special handling, American Red Cross (AMCROSS), Situation Reports (SITREPS), etc.)		
Sanitize communication centers		
Validate Naval message formatting		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NETWORK ADMINISTRATION

Task Objective	** Supv Init	Date
Back up Information Systems (IS)		
Configure computer application software		
Configure peripherals		
Configure workstation Operating System (OS) software		
Document network outages		
Install network peripherals		
Install Operating Systems (OS)		
Install peripherals		
Isolate infected systems		
Maintain network printers		
Monitor network equipment status		
Patch information systems		
Perform disk administration		
Perform file system maintenance		
Perform File Transfer Protocol (FTP) functions		
Perform start up/shut down procedures		
Respond to customer trouble calls		
Review logs		
Scan for viruses		
Test computer Information Systems (IS)		
Troubleshoot client Operating Systems (OS)		
Troubleshoot file and folder access problems		
Troubleshoot network hardware		
Troubleshoot peripherals		
Troubleshoot workstation application software		
Troubleshoot workstation network connectivity		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NETWORK MANAGEMENT

Task Objective	** Supv Init	Date
Troubleshoot network cabling		
Verify backups		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

NETWORK SYSTEM OPERATIONS

Task Objective	** Supv Init	Date
Configure workstation core components		
Inspect Information Systems (IS) (e.g., network components, system hardware, etc.)		
Install Information Systems (IS) components (e.g., system hardware, storage devices, etc.)		
Inventory Information System (IS) assets		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

COMMAND MASTER CHIEF:

_____

COMMANDING OFFICER:

_____

PENALTY STATEMENT
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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.

Information Systems Technician
Seaman Recruit to Seaman

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Information Systems Technician Block 0 (H0A1); (4 year obligation)	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
Information Systems Technician Block 1 (745A); (4 year obligation)	Pensacola, FL	A-150-1201	33 days Course length in training days.	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Information System Technician Training Series Module 01 Administration and Security [1]	Non Resident Training Course	NAVEDTRA 14222	Self-paced	
Information System Technician Training Series Module 02 Computer Systems [1]	Non Resident Training Course	NAVEDTRA 14223	Self-paced	
Information System Technician Training Series Module 03 Network Communications [1]	Non Resident Training Course	NAVEDTRA 14224	Self-paced	
Information System Technician Training Series Module 04 Communication Hardware [1]	Non Resident Training Course	NAVEDTRA 14225A	Self-paced	
Information System Technician Training Series Module 05 Communication Center Operations [1]	Non Resident Training Course	NAVEDTRA 14226	Self-paced	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	
CompTIA A+ [1]	Cisco Systems Inc.	220-701/220-702	Self-paced	
Security + [1]	CompTIA	SY0-601	Self-paced	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration; 6 year obligation [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
H04A - Journeyman Communications Course; 6 Year Obligation [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
H0A1 - Information Systems Technician Block 0; 4 Year Obligation	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
745A - Information Systems Technician Block 1; 4 Year Obligation	Pensacola, FL	A-150-1201	33 days Course length in training days.	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT Technicians analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT Technicians may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Work as a publication clerk, media clerk; help desk technician, and network operator for shore and afloat commands.

PRIORITY ASSIGNMENT: Sea Tour Any Platform

BILLET ASSIGNMENT AFLOAT 4 YEAR SAILOR: 745A NEC. Specialty Area 45, Entry/Apprentice (per 5239.2 Series Appendix 4). Communication Center Operator, Automated Data Processor Operator, Electronic Data Processor Operator

BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: 746A NEC. Specialty Area 45, Intermediate/Journeyman (per 5239.2 Series Appendix 4). Administer networked systems with focus in the following functional areas: 1. Configuration Management: Manage changes, additions, and deletions to network system configurations. 2. System Management: Administration of network services, maintaining user accounts, access rights, and directory services. 3. Performance Management: Maintain system reliability statistics, performance checking of system communications pathways, and optimization of system and application performance.

BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: H04A NEC. Specialty Area 44, Intermediate/Journeyman (per 5239.2 Series Appendix 4). Operate external communications suites in the High Frequency (HF), Very High Frequency (VHF), Ultra High Frequency (UHF), Super High Frequency (SHF), Extremely High Frequency (EHF) Radio Frequency (RF) spectrums, and the Automated Digital Network System (ADNS) for controlling RF assets, in accordance with standard operating procedures and appropriate technical documentation, during all conditions of readiness, with limited supervision.

SUBSEQUENT ASSIGNMENT: Shore Tour (NCTAMS, NCTS, TSC)

BILLET ASSIGNMENT ASHORE: Communication Center Operator, Automated Data Processor, Fleet Network Operation Center, Command & Control (C2)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:
     6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Parachute Jumper		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Navy Radio Communications Afloat [NAVEDTRA 43355-2B]		
Information Assurance Technician [NAVEDTRA 43469]		
Special Intelligence Afloat Communication [NAVEDTRA 43551-3B]		
Information Systems and Telecommunications Clerk [NAVEDTRA 43355-J]		
Navy Networks [NAVEDTRA 43355-1A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
    - Reenlist-in-Rate,
    - Reenlist-in-rate, Willing to Convert
    - Convert only
    - AC to AC or FTS to FTS
    - RC to AC/FTS
    - RC to RC
    - AC/FTS to CIP (Intermission)
    - AC/FTS to Tour w/ Industry
    - SELRES option
    - Canvasser Recruiter
    - Intend to separate
    - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR) [3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention [3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4
6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Common Operating Environment (COE) Message Processor (CMP) Legacy	Navy e-Learning /DON/ Navy Comm & MSG	SPAWAR-COELEG-1.0	Self-paced	
Common Operating Environment (COE) Message Processor (CMP)	Navy e-Learning /DON/ Navy Comm & MSG/ SPAWAR_COE_1.0	SPAWAR_COE_1.0	Self-paced	
Common Message Administrator (CMA)	Navy e-Learning /DON/ Navy Comm & MSG/ SPAWAR_COE_1.0	SPAWAR_COE_1.	Self-paced	
Operate and Troubleshoot the KIV-7M	Navy e-Learning /DON/ Navy Comm & MSG	CRS-9631	Self-paced	
New Accession Professional Development (NAPD) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
CMS-1	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
ACP 113(AJ), Call Sign Book For Ships *Allied Communication Publication*	
ACP 127(G), Communication Instructions Tape Relay Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 130(A), Common Directory Services and Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133(D), Common Directory Services And Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 137(A), Pegasus Directory Services Technical Architecture; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	

Information Systems Technician
Petty Officer Third Class
(Apprentice/Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Network + [1]	COMPTIA	N10-004 /JK0-016	Self-paced	
Certified Homeland Security Level I [1]	American Board for Certification in Homeland Security	HS1010B	Self-paced	
Certified Homeland Security Level II [1]	American Board for Certification in Homeland Security	HS1020B	Self-paced	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Automated Digital Network System (ADNS) Family of Systems variant K(V)2 [1]	Virginia Beach, VA / San Diego, CA	A-150-1304	15 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	
CompTIA A+ [1]	Cisco Systems Inc.	220-701/220-702	Self-paced	
Security + [1]	CompTIA	SY0-601	Self-paced	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
H03A - Tactical Support Center (TSCOMM) Operator Course [1]	Jacksonville, FL	J-201-0816	16 training days	
H04A - Journeyman Communications Course [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator; Course planned for FY23 [1]	Point Mugu, CA	A-150-1400	20 training days	
H09A - Consolidated Afloat Networks and Enterprise Services (CANES) AN/USQ-208(V) System Administrator/Maintainer [1]	San Diego, CA / Virginia Beach, VA	A-150-1855	25 training days	
H05A - Theater Battle Management Core System (TBMCS) [1]	Virginia Beach, VA / San Diego, CA	A-531-0028	15 training days	
H0A1 - Information Systems Technician Block 0	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
745A - Information Systems Technician Block 1	Pensacola, FL	A-150-1201	33 days Course length in training days.	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Work as a publication clerk, media clerk, help desk technician, and network operator for shore and afloat commands.

PRIORITY ASSIGNMENT: Sea Tour Any Platform, Special Warfare, Navy Expeditionary Warfare

BILLET ASSIGNMENT AFLOAT 4 YEAR SAILOR: Communication Center Operator, Automated Information Systems Operator, Electronic Data Processor Operator, Ships Signals Exploitation Space Communications

BILLET ASSIGNMENT AFLOAT 6 YEAR SAILOR: Automated Information Systems Operator

SUBSEQUENT ASSIGNMENT: Shore Tour (NCTAMS, NCTS, Tactical Support Center , NIOC, Special Warfare), Navy Expeditionary Warfare

BILLET ASSIGNMENT ASHORE: Communication Center Operator, Automated Information Systems Operator, Fleet Network Operation Center, Communication Control (C2)

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address _____ QD Phone Number: _____

Mobilization UIC: _____

Naval Reserve Activity: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Date of Initial Entry to Military Service (DIEMS): _____ Date of Initial Entry Reserve Forces (DIERF): _____

Pay Entry Base Date (PEBD): _____

ADSD: _____ Report Date: _____ EAOS/EOS: _____ PRD: _____ SEA / SHORE: _____ / _____

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____

HYT Date: _____ Security Clearance Level: _____ Date Last updated: _____

Command INDOC complete: _____

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted): _____

24 Month: _____ 48 Month: _____ 60 Month: _____

Family Care Plan: _____ Mil to Mil: _____

Sailor 360: _____ Special Program: _____ Member Request: _____

HYT 24 months (Date): _____ HYT Waiver Date: _____ ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: _____ Career Waypoint not approved: _____

Rating Conversion: _____ Navy Formal Training Schools Request ("A"/"C"etc): _____

Transfer: _____ Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____ Overseas Tour Extension Incentives Program (OTEIP): _____

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement: _____

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: _____ (prior to submission, command endorsement): _____

Seaman to Admiral 21 (STA-21): _____ Medical Enlisted Commissioning Program (MECP): _____

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____

Officer Candidate School: _____

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

    1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

    2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

    3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Parachute Jumper		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Navy Radio Communications Afloat [NAVEDTRA 43355-2B]		
Information Assurance Technician [NAVEDTRA 43469]		
Special Intelligence Afloat Communication [NAVEDTRA 43551-3B]		
Information Systems and Telecommunications Clerk [NAVEDTRA 43355-J]		
Navy Networks [NAVEDTRA 43355-1A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Tactical Support Center (TSC) Information Systems Manager	MNP/PQS Page	NAVEDTRA 43206-2D	Self-paced	
Shipboard Wide Area Network	MNP/PQS Page	NAVEDTRA 43348	Self-paced	
LCS Exterior Communications (EXCOMM) System	MNP/PQS Page	NAVEDTRA 43101-4	Self-paced	
Electronic Technician Vol. 06 Digital Data Systems	Non Resident Training Course	NAVEDTRA 14091	Self-paced	
Electronics Technician Vol.3 Communication Systems	Non Resident Training Course	NAVEDTRA 14088	Self-paced	
Introduction to DON information & Personnel Security Program	Non Resident Training Course	NAVEDTRA 14210	Self-paced	
(NEETS) MODULE 24, Fiber Optics - NAVEDTRA 14196A	Navy e-Learning	NRTC-NAVEDTRA-14196A-N-M24-FO-1.0		
(NEETS) Module 09, Wave Generation and Wave Shaping - NAVEDTRA 14181A	Navy e-Learning	NRTC-NAVEDTRA-14181A-N-M9-WGAWS-1.0		
(NEETS) Module 10, Wave Propagation, Transmission Lines, and Antennas - NAVEDTRA 14182A	Navy e-Learning	NRTC-NAVEDTRA-14182A-N-M10-WPTLAA-1.0		
(NEETS) Module 12, Modulation - NAVEDTRA 14184A	Navy e-Learning	NRTC-NAVEDTRA-14184A-N-M12-M-1.0		
(NEETS) Module 17, Radio-Frequency Communications Principles - NAVEDTRA 14189A	Navy e-Learning	NRTC-NAVEDTRA-14189A-N-M17-RFCP-1.0		
(NEETS) MODULE 22, Digital Computing - NAVEDTRA 14194A	Navy e-Learning	NRTC-NAVEDTRA-14194A-N-M22-DC-1.0		
New Accession Professional Development (NAPD) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Foundational	Advanced	Capstone
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.

CAPABILITIES

Foundational	Advanced	Capstone
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.

CAPACITY

Foundational	Advanced	Capstone
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.

SAILORS

Foundational	Advanced	Capstone
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.

MCPON's Suggested Reading

Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
CMS-1	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Warfare Publication 5-01 Naval Operational Planning	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
NEETS, Module 9--Introduction to Wave Generators and Wave Shaping *NAVEDTRA 14181*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 22--Digital computers *NAVEDTRA 14194A*	
NEETS, Module 24--Fiber Optics *NAVEDTRA 14196A*	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
ACP 113(AJ), Call Sign Book For Ships *Allied Communication Publication*	
ACP 127(G), Communication Instructions Tape Relay Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 130(A), Common Directory Services and Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133(D), Common Directory Services And Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 137(A), Pegasus Directory Services Technical Architecture; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Information Systems Technician
Petty Officer Second Class
(Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Windows Server 2016 [1]	MICROSOFT	70-740/70-742/70-746	Self-paced	
Sensitive Security Information, Certified (SSI) [1]	American Board for Certification in Homeland Security	SSI01A/ SSI02A/ SSI03A/ SSI04A	Self-paced	
Certified Homeland Security Level III [1]	American Board for Certification in Homeland Security	HS1030B	Self-paced	
Certified Homeland Security Level IV [1]	American Board for Certification in Homeland Security	HS1040B	Self-paced	
Integrated Shipboard Network System (ISNS) D 4.0 [1]	Virginia Beach, VA / San Diego, CA	A-150-1313	25 training days	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Automated Digital Network System (ADNS) Family of Systems variant K(V)2 [1]	Virginia Beach, VA / San Diego, CA	A-150-1304	15 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	
CompTIA A+ [1]	Cisco Systems Inc.	220-701/220-702	Self-paced	
Security + [1]	CompTIA	SY0-601	Self-paced	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
H03A - Tactical Support Center (TSCOMM) Operator Course [1]	Jacksonville, FL	J-201-0816	16 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
H04A - Journeyman Communications Course [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator; Course planned for FY23 [1]	Point Mugu, CA	A-150-1400	20 training days	
H09A - Consolidated Afloat Networks and Enterprise Services (CANES) AN/USQ-208(V) System Administrator/Maintainer [1]	San Diego, CA / Virginia Beach, VA	A-150-1855	25 training days	
H05A - Theater Battle Management Core System (TBMCS) [1]	Virginia Beach, VA / San Diego, CA	A-531-0028	15 training days	
H0A1 - Information Systems Technician Block 0	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
745A - Information Systems Technician Block 1	Pensacola, FL	A-150-1201	33 days Course length in training days.	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Help desk technician, Media clerk and network operator for shore and afloat commands.

PRIORITY ASSIGNMENT: Overseas Shore (Communication Center, Staff Duty, Joint Communications, Special Warfare), Navy Expeditionary Warfare

BILLET ASSIGNMENT ASHORE: Work Center Supervisor in a Communication Center, Automated Information System Operator, Fleet Network Operation Center Supervisor

SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI, Tactical Support Center, NIOC, Afloat Training group, Special Warfare, Information Warfare Training Center, Center for Information Warfare Training)

BILLET ASSIGNMENT ASHORE: Work Center Supervisor in a Communication Center, Automated Information System Operator, Fleet Network Operation Center, Instructor duty

ALTERNATE ASSIGNMENT: Sea (any platform), Afloat Staff, Special Warfare, Navy Expeditionary Warfare

BILLET ASSIGNMENT SEA: Work Center Supervisor in a Communication Center Operator, or Automated Information System, SPECWAR Communication Support

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Parachute Jumper		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Navy Radio Communications Afloat [NAVEDTRA 43355-2B]		
Information Assurance Technician [NAVEDTRA 43469]		
Special Intelligence Afloat Communication [NAVEDTRA 43551-3B]		
Information Systems and Telecommunications Clerk [NAVEDTRA 43355-J]		
Navy Networks [NAVEDTRA 43355-1A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
  https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____   Weight _____   If Required (AC _____   BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____   Push-ups _____ / _____   Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Electronic Technician Vol. 06 Digital Data Systems	Non Resident Training Course	NAVEDTRA 14091	Self-paced	
Introduction to DON information & Personnel Security Program	Non Resident Training Course	NAVEDTRA 14210	Self-paced	
Automated Digital Network System (ADNS)	MNP/PQS Page	NAVEDTRA 43356		
Tactical Support Center	MNP/PQS Page	NAVEDTRA 43206-2E		
Junior Enlisted Professional Development (JEPD) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed

Title	Completed
Navy/Marine Implementation of National Policy on Control of Compromising Emanation *OPNAVINST C5510.93F*	
CMS-1	
Navy Information Assurance Program *OPNAVINST 5239.1*	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Warfare Publication 5-01 Naval Operational Planning	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
ACP 120, Common Security Protocol; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 122(G), Information Assurance for Allied Communications and Information Systems; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 142(A), P_MUL - A Protocol for Reliable MULTICAST Messaging in Bandwidth Constrained and Delayed Acknowledgment (EMCOM) Environments; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 160(E), IFF Operational Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 167(K), Glossary of Communications Electronics Terms; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 220(B), Multinational Videoconferencing Services; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
EE130-AG-HBK-020, Extremely High Frequency (EHF) Low Data Rate (LDR) and Medium Data Rate (MDR) System User's Handbook	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual	
Naval Telecommunications Procedures, NTP 2 Section 1 (E), Navy Super High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
ACP 113(AJ), Call Sign Book For Ships *Allied Communication Publication*	
ACP 127(G), Communication Instructions Tape Relay Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 130(A), Common Directory Services and Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133(D), Common Directory Services And Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 137(A), Pegasus Directory Services Technical Architecture; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	

Title	Completed
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Information Systems Technician
Petty Officer First Class
(Journeyman/Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Exchange Server 2010 Configurations [1]	MICROSOFT	70-662	Self-paced	
GIAC Certified Incident Handler [1]	GIAC	SEC-504	Self-paced	
Integrated Shipboard Network System (ISNS) D 4.0 [1]	Virginia Beach, VA / San Diego, CA	A-150-1313	25 training days	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Key Management Infrastructure Operating Account Manager (KOAM) [1]	Pensacola, FL / Groton, CT / Pearl Harbor, HI / Kings Bay, GA / Mayport, FL / Everett, WA / Yokosuka, Japan / San Diego, CA / Virginia Beach, VA	A-4C-1340	15 training days	
Information and Communication Manager (ICMC) [1]	Norfolk VA, San Diego CA	A-202-0041	19 days	
Automated Digital Network System (ADNS) Family of Systems variant K(V)2 [1]	Virginia Beach, VA / San Diego, CA	A-150-1304	15 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
737A - Navy Tactical Command Support System (NTCSS) II Manager [1]	Virginia Beach,VA / Groton, CT / SanDeigo, CA	A-531-0021	15 training days	
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
H03A - Tactical Support Center (TSCOMM) Operator Course [1]	Jacksonville, FL	J-201-0816	16 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
H00A - Electromagnetic Spectrum Management [1]	Biloxi, MS	A-202-0039	56 training days	
H01A - Joint Task Force (JTF) Spectrum Management Master-Level Course [1]	Biloxi, MS	A-202-0008	13 training days	
H04A - Journeyman Communications Course [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
741A - Information Systems Security Manager (ISSM) [1]	Groton CT / Bangor, WA / Kings Bay GA / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator; Course planned for FY23 [1]	Point Mugu, CA	A-150-1400	20 training days	
H09A - Consolidated Afloat Networks and Enterprise Services (CANES) AN/USQ-208(V) System Administrator/Maintainer [1]	San Diego, CA / Virginia Beach, VA	A-150-1855	25 training days	
H05A - Theater Battle Management Core System (TBMCS) [1]	Virginia Beach, VA / San Diego, CA	A-531-0028	15 training days	
H0A1 - Information Systems Technician Block 0	Pensacola, FL	A-150-1200	59 days Course length is in training days.	
745A - Information Systems Technician Block 1	Pensacola, FL	A-150-1201	33 days Course length in training days.	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, mainframe computers, local and wide area networks, and micro-computer systems used in the fleet. Administrative support is also provided with the operation of automated equipment that keeps records of personnel training, disbursement, health, assignments and promotions within the Navy. They ensure the all-important communications link between units at sea and stations ashore. Help desk supervisor and Information Watch supervisor for shore and afloat commands.

PRIORITY ASSIGNMENT: Sea (diverse platform) Afloat Staff, Special Warfare,

BILLET ASSIGNMENT SEA: Communication Center LPO, Automated Information System LPO, IAM, KOAM Manager, Information Assurance LPO

SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI, Tactical Support Center, NIOC, Afloat Training group, Special Warfare, Information Warfare Training Center, Center for Information Warfare Training, White House Communication), Navy Expeditionary Warfare

BILLET ASSIGNMENT ASHORE: Communication Center LPO, Automated Information System LPO, Fleet Network Operation Center LPO, Instructor, KOAM Manager, Information Assurance LPO

ALTERNATE ASSIGNMENT: Overseas Shore (NCTS, NIOC, STAFF, JOINT, Special Warfare)

BILLET ASSIGNMENT ASHORE: Communication Center LPO, Automated Information System LPO, Fleet Network Operation Center LPO, Instructor duty, KOAM Manager, Information Assurance LPO Other Opportunities: Joint Assignments Instructor GSA Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E7 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
      　　(Active = 360 / SELRES = 335 / FTS = 336)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Parachute Jumper		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Navy Radio Communications Afloat [NAVEDTRA 43355-2B]		
Information Assurance Technician [NAVEDTRA 43469]		
Special Intelligence Afloat Communication [NAVEDTRA 43551-3B]		
Information Systems and Telecommunications Clerk [NAVEDTRA 43355-J]		
Navy Networks [NAVEDTRA 43355-1A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.

- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)
(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Automated Digital Network System (ADNS)	MNP/PQS Page	NAVEDTRA 43356		
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		
LCS Exterior Communications (EXCOMM) System	MNP/PQS Page	NAVEDTRA 43101-4	Self-paced	
Tactical Support Center (TSC) Information Systems Manager	MNP/PQS Page	NAVEDTRA 43206-2D	Self-paced	
SI Afloat Communications	MNP/PQS Page	NAVEDTRA 43551-3		
Junior Enlisted Professional Development (JEPD) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed

Title	Completed
ACP 100, NATO SUPP-1 AIGs Instructions and Assignments *Allied Communication Publication*	
ACP 120, Common Security Protocol; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 122(G), Information Assurance for Allied Communications and Information Systems; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 142(A), P_MUL - A Protocol for Reliable MULTICAST Messaging in Bandwidth Constrained and Delayed Acknowledgment (EMCOM) Environments; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 160(E), IFF Operational Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 167(K), Glossary of Communications Electronics Terms; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 190 SUPP-1, Guide to Electromagnetic Spectrum Management in Military Operations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 191, Ionospheric Sounder Operations *by Allied Communication Publication*	
ACP 193, Ground Routing Protocol for use with Automatic Link Establishment (ALR) Capable HF Radios; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 220(B), Multinational Videoconferencing Services; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
C4I IT21 Manager	
CMS-3	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual	
Department of Defense Instruction 8500.2	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF)	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP)	
CMS-1	
EE130-AG-HBK-020, Extremely High Frequency (EHF) Low Data Rate (LDR) and Medium Data Rate (MDR) System User's Handbook	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems	
National Security Agency NAG 16 (F)	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Telecommunications Procedures, NTP 2 Section 1 (E), Navy Super High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
Naval Warfare Publication 1-03.1 Operational Reports	
Naval Warfare Publication 5-01 Naval Operational Planning	
Operational Naval Instruction 3100.6	
Navy/Marine Implementation of National Policy on Control of Compromising Emanation *OPNAVINST C5510.93F*	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Navy Information Assurance Program *OPNAVINST 5239.1*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	

Title	Completed
Department of the Navy Policy for Publicly Accessible World Wide Sites *SECNAV M-5720.47A*	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
ACP 113(AJ), Call Sign Book For Ships *Allied Communication Publication*	
ACP 127(G), Communication Instructions Tape Relay Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 130(A), Common Directory Services and Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133(D), Common Directory Services And Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 137(A), Pegasus Directory Services Technical Architecture; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	
CMS-7	

Information Systems Technician
Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
GIAC Information Security Fundamentals [1]	Global Information Assurance Certification	GISF	Self-paced	
GIAC Certified Intrusion Analyst [1]	Global Information Assurance Certification	GCIA	Self-paced	
Six Sigma Green Belt (CSSGB) [1]	ASQ		Self-paced	
Integrated Shipboard Network System (ISNS) D 4.0 [1]	Virginia Beach, VA / San Diego, CA	A-150-1313	25 training days	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Key Management Infrastructure Operating Account Manager (KOAM) [1]	Pensacola, FL / Groton, CT / Pearl Harbor, HI / Kings Bay, GA / Mayport, FL / Everett, WA / Yokosuka, Japan / San Diego, CA / Virginia Beach, VA	A-4C-1340	15 training days	
Information and Communication Manager (ICMC) [1]	Norfolk VA, San Diego CA	A-202-0041	19 days	
Automated Digital Network System (ADNS) Family of Systems variant K(V)2 [1]	Virginia Beach, VA / San Diego, CA	A-150-1304	15 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
H03A - Tactical Support Center (TSCOMM) Operator Course [1]	Jacksonville, FL	J-201-0816	16 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
H00A - Electromagnetic Spectrum Management [1]	Biloxi, MS	A-202-0039	56 training days	
H01A - Joint Task Force (JTF) Spectrum Management Master-Level Course [1]	Biloxi, MS	A-202-0008	13 training days	
H04A - Journeyman Communications Course [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
741A - Information Systems Security Manager (ISSM) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
H06A - MQ-4C Unmanned Aircraft System (UAS) Mission Control System Administrator; Course planned for FY23 [1]	Point Mugu, CA	A-150-1400	20 training days	
H09A - Consolidated Afloat Networks and Enterprise Services (CANES) AN/USQ-208(V) System Administrator/Maintainer [1]	San Diego, CA / Virginia Beach, VA	A-150-1855	25 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate NAVMACS and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.

PRIORITY ASSIGNMENT: Sea (diverse platform) Afloat Staff, Special Warfare, Navy Expeditionary Warfare

BILLET ASSIGNMENT SEA: Communication Center LCPO, Automated Information System LCPO, IAM, KOAM Manager, Information Assurance LCPO, Spectrum Management, KOAM Inspector

SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (NCTAMS, NCTS, NMCI, Tactical Support Center, NIOC, Afloat Training Group, Information Warfare Training Center, Center for Information Warfare Training)

BILLET ASSIGNMENT ASHORE: Communication Center LCPO, Automated Information System LCPO, Fleet Network Operation Center LCPO, Instructor, KOAM Manager, Information Assurance LCPO, Spectrum Management

ALTERNATE ASSIGNMENT: Overseas Shore (Communications Station, NIOC, STAFF, JOINT, Special Warfare), Navy Expeditionary Warfare

BILLET ASSIGNMENT ASHORE: Communication Center LCPO, Automated Information System LCPO, Fleet Network Operation Center LCPO, Instructor duty, KOAM Manager, Information Assurance LCPO, Spectrum Management, KOAM Inspector Other Opportunities: Joint Assignments Communications Special Programs (GSA) Global Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

   a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

   b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

   c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

   d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

   e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

   f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

   a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

   b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

   > NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
   > PRESIDENT
   > FY-**XX ACTIVE/RESERVE** E8 ENLISTED SELECTION BOARD #**XXX**
   > 5640 TICONDEROGA LOOP BLDG 768 RM E302
   > MILLINGTON TN 38055
   >   **(Active = 235 / SELRES = 205 / FTS = 206)**

   > (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

   c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

   d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		
Parachute Jumper		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only			
	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		
Prospective Senior Enlisted Leader (PSEL) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed

Title	Completed
ACP 100, NATO SUPP-1 AIGs Instructions and Assignments *Allied Communication Publication*	
ACP 120, Common Security Protocol; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 122(G), Information Assurance for Allied Communications and Information Systems; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 142(A), P_MUL - A Protocol for Reliable MULTICAST Messaging in Bandwidth Constrained and Delayed Acknowledgment (EMCOM) Environments; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 160(E), IFF Operational Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 167(K), Glossary of Communications Electronics Terms; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 190 SUPP-1, Guide to Electromagnetic Spectrum Management in Military Operations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 191, Ionospheric Sounder Operations *by Allied Communication Publication*	
ACP 193, Ground Routing Protocol for use with Automatic Link Establishment (ALR) Capable HF Radios; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 220(B), Multinational Videoconferencing Services; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
C4I IT21 Manager	
CMS-3	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual	
Department of Navy Directive 8500.1 Information Assurance	
Department of Defense Instruction 8500.2	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF)	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP)	
CMS-1	
EE130-AG-HBK-020, Extremely High Frequency (EHF) Low Data Rate (LDR) and Medium Data Rate (MDR) System User's Handbook	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems	
National Security Agency NAG 16 (F)	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Telecommunications Procedures, NTP 2 Section 1 (E), Navy Super High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
Naval Warfare Publication 1-03.1 Operational Reports	
Naval Warfare Publication 5-01 Naval Operational Planning	
Operational Naval Instruction 3100.6	
Navy/Marine Implementation of National Policy on Control of Compromising Emanation *OPNAVINST C5510.93F*	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Navy Information Assurance Program *OPNAVINST 5239.1*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	

Title	Completed
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites *SECNAV M-5720.47A*	
ACP 125 (G), Communications Instructions Radiotelephone Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
ACP 113(AJ), Call Sign Book For Ships *Allied Communication Publication*	
ACP 127(G), Communication Instructions Tape Relay Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 130(A), Common Directory Services and Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133(D), Common Directory Services And Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 133 SUPP-1(A), Common Directory Services and Procedures Supplement; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 137(A), Pegasus Directory Services Technical Architecture; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 185(A), Public Key Infrastructure (PKI) Cross-Certification Between Combined Communications - Electronics Board (CCEB) Nations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	
CMS-7	

Information Systems Technician
Senior Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Project Management Professional (PMP) [1]	Project Management Institute		Self-paced	
Professional in Human Resources (PHR) [1]	Human Resource Certification Institute		Self-paced	
Six Sigma Black Belt (CSSBB) [1]	ASQ		Self-paced	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
High Frequency Radio Group (HFRG) [1]	San Diego, CA	A-260-0051	10 training days	
Key Management Infrastructure Operating Account Manager (KOAM) [1]	Pensacola, FL / Groton, CT / Pearl Harbor, HI / Kings Bay, GA / Mayport, FL / Everett, WA / Yokosuka, Japan / San Diego, CA / Virginia Beach, VA	A-4C-1340	15 training days	
Information and Communication Manager (ICMC) [1]	Norfolk VA, San Diego CA	A-202-0041	19 days	
Automated Digital Network System (ADNS) Family of Systems variant K(V)2 [1]	Virginia Beach, VA / San Diego, CA	A-150-1304	15 training days	
Navy Multiband Terminal (NMT) Ship/Shore Operator Course; PREREQ: H04A [1]	Virginia Beach, VA / San Diego, CA	A-260-1313	8 training days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
746A - Systems Administration [1]	Virginia Beach, VA / San Diego, CA	A-150-1980	90 training days	
742A - Network Security Vulnerability Technician (NSVT) [1]	Virginia Beach, VA / Groton, CT / San Diego, CA / Kings Bay, GA / Yokosuka, Japan / Bangor, WA	A-531-0022	35 training days	
H00A - Electromagnetic Spectrum Management [1]	Biloxi, MS	A-202-0039	56 training days	
H01A - Joint Task Force (JTF) Spectrum Management Master-Level Course [1]	Biloxi, MS	A-202-0008	13 training days	
H04A - Journeyman Communications Course [1]	San Diego, CA / Virginia Beach, VA	A-260-0061	70 training days	
741A - Information Systems Security Manager (ISSM) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CSC - Command Senior Chief (CMDCS) [1]	Newport, RI	A-570-4500	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture | Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information System Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.

PRIORITY ASSIGNMENT: Sea (large deck platform) Afloat Staff, Special Warfare, Navy Expeditionary Warfare

BILLET ASSIGNMENT SEA: Department LCPO, IAM, KOAM Manager, Spectrum Management, KOAM Inspector

SUBSEQUENT ASSIGNMENT: In CONUS Shore Tour (Communications Station, Tactical Support Center, NIOC, Afloat Training Group, Information Warfare Training Center, Center for Information Warfare Training)

BILLET ASSIGNMENT ASHORE: Department LCPO, KOAM Manager, KOAM Inspector, Spectrum Management

ALTERNATE ASSIGNMENT: Overseas Shore (Communications Station, NIOC, STAFF, JOINT, Special Warfare), Navy Expeditionary Warfare

BILLET ASSIGNMENT ASHORE: Department LCPO, KOAM Manager, Spectrum Management Other Opportunities: Joint Assignments Special Programs (GSA) Global Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Command Master Chief: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
      (Active = 210 / SELRES = 205 / FTS = 206)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Key Management Infrastructure (KMI) Operating Account Manager (KOAM) [NAVEDTRA 43462-2A]		
Automated Digital Network Systems (ADNS) [NAVEDTRA 43356-E]		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:
Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		
Prospective Senior Enlisted Leader (PSEL) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed

Title	Completed
ACP 100, NATO SUPP-1 AIGs Instructions and Assignments *Allied Communication Publication*	
ACP 120, Common Security Protocol; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 122(G), Information Assurance for Allied Communications and Information Systems; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 142(A), P_MUL - A Protocol for Reliable MULTICAST Messaging in Bandwidth Constrained and Delayed Acknowledgment (EMCOM) Environments; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 160(E), IFF Operational Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 167(K), Glossary of Communications Electronics Terms; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 190 SUPP-1, Guide to Electromagnetic Spectrum Management in Military Operations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 191, Ionospheric Sounder Operations *by Allied Communication Publication*	
ACP 193, Ground Routing Protocol for use with Automatic Link Establishment (ALR) Capable HF Radios; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 220(B), Multinational Videoconferencing Services; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
C4I IT21 Manager	
CMS-3	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual	
Department of Navy Directive 8500.1 Information Assurance	
Department of Defense Instruction 8500.2	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF)	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP)	
CMS-1	
EE130-AG-HBK-020, Extremely High Frequency (EHF) Low Data Rate (LDR) and Medium Data Rate (MDR) System User's Handbook	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems	
National Security Agency NAG 16 (F)	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Telecommunications Procedures, NTP 2 Section 1 (E), Navy Super High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
Naval Warfare Publication 1-03.1 Operational Reports	
Naval Warfare Publication 5-01 Naval Operational Planning	
Operational Naval Instruction 3100.6	
Navy/Marine Implementation of National Policy on Control of Compromising Emanation *OPNAVINST C5510.93F*	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Navy Information Assurance Program *OPNAVINST 5239.1*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	

Title	Completed
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites *SECNAV M-5720.47A*	
ACP 125 (G), Communications Instructions Radiotelephone Procedures *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	
CMS-7	

LaDR

Information Systems Technician
Master Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E3 section [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Professional In Human Resources (SPHR) [1]	Human Resource Certification Institute		Self-paced	
Automated Digital Network System (ADNS) Family of Systems variants D(V)1/K(V)1, L(V)5 [1]	Virginia Beach, VA / San Diego, CA	A-150-1300 / A-150-8413	10 training days	
Digital Modular Radio (DMR) [1]	Norfolk, VA / San Diego,CA	A-260-1955	4 training days	
Key Management Infrastructure Operating Account Manager (KOAM) [1]	Pensacola, FL / Groton, CT / Pearl Harbor, HI / Kings Bay, GA / Mayport, FL / Everett, WA / Yokosuka, Japan / San Diego, CA / Virginia Beach, VA	A-4C-1340	15 training days	
Information and Communication Manager (ICMC) [1]	Norfolk VA, San Diego CA	A-202-0041	19 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
H00A - Electromagnetic Spectrum Management [1]	Biloxi, MS	A-202-0039	56 training days	
H01A - Joint Task Force (JTF) Spectrum Management Master-Level Course [1]	Biloxi, MS	A-202-0008	13 training days	
741A - Information Systems Security Manager (ISSM) [1]	Groton CT / Bangor, WA / Kings Bay GA, / Virginia Beach, VA / Yokosuka, Japan / San Diego, CA / Pearl Harbor, HI	A-531-0009	15 training days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

The IT rating is comprised of personnel who perform core and specialty functions of Network Administration, Communications Operations and Message Processing.

In the area of **Network Administration**, IT provide technical assistance to computer system users. They answer questions and/or resolve computer problems for clients. IT provide assistance concerning the use of computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems. They conduct help desk functions and repair fiber optics and a variety of cables. Additionally, IT conduct day-to-day operations such as system backups and restores, and add, modify, or delete user accounts. They install operating systems, applications and peripherals, troubleshoot user problems, debug command language scripts, and assist the Information Systems Security Officer (ISSO) in access control security (i.e., passwords, access and control lists, etc).

They may also perform advanced Network operations, administration, maintenance and training. IT analyze, design, test, and evaluate network systems, Internet, Intranet, and other data communications systems. They perform network modeling, analysis, and planning. They research and recommend network and data communications hardware and software solutions. IT may also perform Network Enterprise Architecture Cyber Security. They defend Navy networks from cyber threats utilizing hardware/software defense-in-depth methodology to prevent cyber-attacks.

In the area of **Communications Operations**, IT establish, monitor, and maintain radio frequency (RF) communications systems both ashore and afloat. Specifically, they plan, coordinate establishment, monitor, troubleshoot, and restore classified and unclassified RF communication systems that support exchange of voice, data, video and imagery using terrestrial or satellite VLF, LF, MF, HF, VHF, UHF, SHF and EHF frequency spectrums afloat and ashore. Additionally, specialists in this area may perform spectrum management - coordinate and generate frequency assignments for use within an area of responsibility, assess the impact of new frequency requirements upon the existing radio frequency environment, maintain a history of interference incidents and frequency employment files, initiate action as appropriate to prevent and/or correct harmful interference, and resolve joint and space interference.

In the area of **Message Processing**, IT provide message handling, storage, and retrieval of incoming and outgoing messages afloat and ashore. They maintain connectivity between shipboard LAN and message delivery systems ashore. They administer user profiles, and maintain directory information trees. IT operate the Message Systems, NAVMACS, and other automated message processing systems.

RECOMMENDED BILLET ASSIGNMENTS

The Information Systems Technician of the 21st century operate and maintain the Navy's global satellite telecommunications systems, local and wide area networks, and micro-computer systems used in the fleet. Advanced global C4I support is provided it units ashore and sea.

Other Opportunities:
> Joint Assignments
> Global Support Assignments
> Special Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Commanding Officer: Phone Number:

Executive Officer: Phone Number:

Command Master Chief: Phone Number:

Department Head: Phone Number:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IT-Information Systems Technician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	AXELOS	ITIL Foundation Level	
E5	CertNexus (formerly Logical Operations)	CyberSec First Responder (CFR)	
E5	Cisco Systems, Inc.	Cisco Certified CyberOps Associate	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA)	
E6	Cisco Systems, Inc.	Cisco Certified Network Professional (CCNP) Enterprise	
E3	Computing Technology Industry Association (CompTIA)	CompTIA A+	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP+)	
E6	Computing Technology Industry Association (CompTIA)	CompTIA Cybersecurity Analyst (CySA+)	
E2	Computing Technology Industry Association (CompTIA)	CompTIA IT Fundamentals (ITF+)	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Linux+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+	
E5	Computing Technology Industry Association (CompTIA)	CompTIA Server+	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (Inside Plant) (FOT-ISP)	
E3	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E5	Electronics Technicians Association, International (ETA-I)	Information Technology Security (ITS)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Detection Analyst (GCDA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E7	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCIA)	
E4	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E7	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E7	Global Information Assurance Certification (GIAC)	GIAC Information Security Fundamentals (GISF)	
E5	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E7	Global Information Assurance Certification (GIAC)	GIAC Security Expert (GSE)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	International Association of Privacy Professionals (IAPP)	Certified Information Privacy Technologist (CIPT)	
E7	International Information Systems Security Certification Consortium, Inc. (ISC)²	Certified Information Systems Security Professional (CISSP)	
E5	International Information Systems Security Certification Consortium, Inc. (ISC)²	Systems Security Certified Practitioner (SSCP)	
E6	ISACA	Certified Information Security Manager (CISM)	
E6	ISACA	Certified Information Systems Auditor (CISA)	
E3	Linux Professional Institute (LPI)	Linux Professional Institute LPIC-1	
E5	Microsoft Corporation	Microsoft Certified Trainer (MCT)	
	Microsoft Corporation	Microsoft Certified: Azure Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Data Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Database Administrator Associate	
	Microsoft Corporation	Microsoft Certified: Azure Developer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Fundamentals	
	Microsoft Corporation	Microsoft Certified: Azure Security Engineer Associate	
	Microsoft Corporation	Microsoft Certified: Azure Solutions Architect Expert	
	Microsoft Corporation	Microsoft Certified: DevOps Engineer Expert	
E5	Microsoft Corporation	Microsoft Technology Associate (MTA)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IT-Information Systems Technician rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Computer Programmer	
	Counselor (Professional & Kindred)	
	Internetworking Technician	
	Radio Operator/Maintainer	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IT-Information Systems Technician Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Broadcast Technicians
Computer and Information Systems Managers
Computer Network Architects
Computer Network Support Specialists
Computer Programmers
Computer Systems Analysts
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronic Engineering Technologists and Technicians
Information Security Analysts
Information Technology Project Managers
Inspectors, Testers, Sorters, Samplers, and Weighers
Network and Computer Systems Administrators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers
Telecommunications Engineering Specialists
Telecommunications Equipment Installers and Repairers, Except Line Installers
Web Developers

Occupation (Federal Employer)
0132 - Intelligence Series
0335 - Computer Clerk and Assistant Series
0394 - Communications Clerical Series
2210 - Information Technology Management Series
2608 - Electronic Digital Computer Mechanic
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	

Family Care Plan

Start Eval

Mil to Mil

Reverse Sponsor

Incentives/EOS opportunities

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only			
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Cyber Security (Information Assurance)	MNP/PQS Page	NAVEDTRA 43469		
Prospective Senior Enlisted Leader (PSEL) Reserve only	Multiple locations		5 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed

Title	Completed
ACP 100, NATO SUPP-1 AIGs Instructions and Assignments *Allied Communication Publication*	
ACP 120, Common Security Protocol; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 121(I), Communication Instructions - General; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 122(G), Information Assurance for Allied Communications and Information Systems; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 123(B), Common Messaging Strategy & Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 124(D), Communication Instruction Radio Telegraph Procedure *Allied Communication Publication*	
ACP 128(B), Allied Telecommunication Record System Operating Procedure; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 131(F), Communication Instructions Operating Signals; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 135(F), Communication Instructions Distress and Rescue Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 142(A), P_MUL - A Protocol for Reliable MULTICAST Messaging in Bandwidth Constrained and Delayed Acknowledgment (EMCOM) Environments; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 160(E), IFF Operational Procedures; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 167(K), Glossary of Communications Electronics Terms; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *Allied Communication Publication*	
ACP 190 SUPP-1, Guide to Electromagnetic Spectrum Management in Military Operations; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 191, Ionospheric Sounder Operations *by Allied Communication Publication*	
ACP 193, Ground Routing Protocol for use with Automatic Link Establishment (ALR) Capable HF Radios; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
ACP 220(B), Multinational Videoconferencing Services; https://wss.apan.org/s/CCEB/public/Forms/acps.aspx *by Allied Communication Publication*	
C4I IT21 Manager	
CMS-3	
Communication Security Instruction 2000.2, Military Sealift Command Communication Policy and Procedures Manual	
Department of Navy Directive 8500.1 Information Assurance	
Department of Defense Instruction 8500.2	
Department of Defense Instruction 8510.01, Risk Management Framework (RMF)	
Department of Defense Instruction 8510.BB, DOD Information Assurance Certification and Accreditation Process (DIACAP)	
CMS-1	
EE130-AG-HBK-020, Extremely High Frequency (EHF) Low Data Rate (LDR) and Medium Data Rate (MDR) System User's Handbook	
Federal Information Processing Standard FIPS 83, Guidelines on users Authentication Techniques for Computer Network Access Control	
Federal Information Processing Standard (FIPS) 48, Guideline: On Evaluation of Techniques for Automated Personal Identifications	
Federal Information Processing Standard(FIPS) 11-3,Guideline:American National Dictionary for Information Processing Systems	
National Security Agency NAG 16 (F)	
Naval Tactics Techniques Procedure 6-02, C4I Infrastructure	
Naval Telecommunications Procedures, NTP 2 Section 1 (E), Navy Super High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 2 (E), Navy Ultra High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 3 (B), Navy Extremely High Frequency Satellite Communications	
Naval Telecommunications Procedures, NTP 2 Section 4 (A), Navy Commercial Satellite Communication	
Naval Telecommunications Procedures, NTP 2 Section 5 (Oct01), Navy Satellite Communications (SATCOM) Broadcast Services	
Naval Telecommunications Procedures, NTP 3(K), Telecommunications Users Manual Operating Procedures	
Fleet Communications *NTP 4 (E)*	
Naval Telecommunications Procedures, NTP 21, Defense Message System User's Manual	
Naval Telecommunications Procedures, NTP 22 Defense Message System Local Operations And Network Management Policies and Procedures	
Naval Warfare Publication 1-03.1 Operational Reports	
Naval Warfare Publication 5-01 Naval Operational Planning	
Naval Warfare Publication 6-01 Basic Operational Communication Doctrine	
Operational Naval Instruction 3100.6	
Navy/Marine Implementation of National Policy on Control of Compromising Emanation *OPNAVINST C5510.93F*	
Department of the Navy Security Classification Guides *OPNAVINST 5513.1*	
Navy Information Assurance Program *OPNAVINST 5239.1*	

Title	Completed
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Department of the Navy Policy for Publicly Accessible World Wide Sites *SECNAV M-5720.47A*	
ACP 125 (G), Communications Instructions Radiotelephone Procedures *https://wss.apan.org/s/CCEB/public/Forms/acps.aspx*	
SECNAV 5239.2, DON Cyberspace IT and Cybersecurity Workforce Management and Qualification *https://doni.documentservices.dla.mil*	
Department of Defense 8570.01-M Information Assurance Workforce Improvement Program *https://iase.disa.mil/iawip/pages/policyref.aspx*	
Department of Defense 8140.01 Cyberspace Workforce Management *https://iase.disa.mil/iawip/pages/policyref.aspx*	
CMS-7	

Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: http://www.navycollege.navy.mil/

How do I get started?

You already have. All your training up to this point is part of your Information Systems Technician Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR IT

Recommended Associates' degrees for the Seaman
Computer Science
Computer Information Systems
Computer Network Technology
Computer Programming
Computer Science Technology
Computer Systems Analysis
Information Technology
Networking Security Management
Computer Programming and Analysis
Computer and Information Science

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR IT

Recommended Bachelors/Masters degrees for the Seaman
Information Systems Management
Computer Information Science
Computer Science
Computer Information Systems
Computer Engineering
Software Engineering
Computer Forensics
Computer Networking
Information Assurance
Information Systems Security
Information Technology
Network Management
Network Security

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: https://www.navycollege.navy.mil

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: https://www.navycollege.navy.mil

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: https://jst.doded.mil/

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

Computer Engineering Technology Bachelor's Degree Curriculum

Course Name	Theory	Lab	Credits
Fundamentals of DC Circuits	3	0	3
DC Circuits Lab	0	1	1
Precalculus	3	0	3
Engineering and Ethics	3	0	3
General Chemistry	3	1	4
Communication Elective	3	0	3
Fund of AC Circuits	3	0	3
AC Circuits Lab	0	1	1
Depth Requirement Elective	3	0	3
Programming Essentials	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Electronics I	3	0	3
Electronics I Lab	0	1	1
Behavioral & Soc Science Elective	3	0	3
Communication Elective	3	0	3
Behavioral & Soc Science Elective	3	0	3
Humanities & Fine Arts Elective	3	0	3
Programming in C	3	1	4
Digital Electronics	3	0	3
Digital Electronics Lab	0	1	1
American Government I	3	0	3
Physics I	3	1	4
Physics II	3	1	4
Microprocessor Sys Engr	3	0	3
Microprocessor Sys Lab	0	1	1
Electronics II	3	0	3
Electronics II Lab	0	1	1
Programming in C++	3	1	4
Calculus I	4	0	4
Analog Integrated Cir	3	0	3
Integrated Circuits Lab	0	1	1

Computer Networks	3	0	3
Advanced Microprocessors	3	0	3
Adv Microprocessors Lab	0	1	1
Calculus II	4	0	4
Signals and Systems Theory	3	0	3
Signals and Systems Lab	0	1	1
Modern Digital Design	3	0	3
Modern Digital Design Lab	0	1	1
Elective w/Lab 300 level or higher	3	1	4
Technical Project Management	3	0	3
Capstone Project	3	0	3
Elective w/Lab 300 level or higher	3	1	4
Elective 200 level or higher	3	0	3
TOTAL HOURS	**107**	**17**	**124**

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2